

Woodfin Sanitary Water and Sewer District
Position Classification System: Distribution System Operator I

General Description:

Under the direction of the Distribution System Supervisor, performs skilled and semi-skilled work in the operation and maintenance of the water distribution system and its facilities and equipment.

Features of this Position:

An employee in this position performs work associated with the operation and maintenance of the water distribution system and its associated facilities involving: storage tanks, pumps and appurtenances, testing equipment and facilities, water mains and service lines, valves, fire hydrants, and other responsibilities as may be designated by the Distribution System Supervisor. Work involves processes that maintain the safe and effective distribution of potable water that meets local, state and federal regulations, and may include: collecting water samples, repairing water mains and service lines, flushing hydrants, and installation of service connections. An employee in this position must be able to understand and maintain proper record-keeping and safety procedures and exercise a limited amount of independent judgment in the absence of a supervisor. Work is generally performed in close proximity with other employees and in highly visible public areas.

Essential Job Functions:

- Performs repairs on leaking and/or broken water mains and service connections.
- Collects water samples for the purposes of analyzing water contained within water mains and records data and information as required.
- Assists with the installation and repair of service connections.
- Flushes and performs other maintenance on fire hydrants and blow-off valves as required.
- Locates and marks water mains and service connections as necessary.
- Inspects the condition of water storage tanks and checks water levels of tanks.
- Operates pumping stations and valves.
- Reads water meters and maintains proper records of readings.
- Prepares and submits reports and records when required.

Additional Job Functions:

- Maintains the grounds around water storage tanks, pump houses, and other facilities as required.
- Assists in the renewal of properties after repair work as required.
- Performs housekeeping duties as required.
- Performs other duties as may be assigned by supervisors.

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Necessary Knowledge, Skills and Abilities:

- General knowledge of the operating principles and practices associated with the distribution of treated water in a municipal setting.
- General knowledge of safety practices and hazards associated with the distribution of treated water.
- General knowledge of local, state and federal rules and regulations that govern the operation of a water distribution system in a municipal setting.
- General knowledge of maintenance requirements of equipment associated with the operation, repair and maintenance of a water distribution system.
- General knowledge of chemicals involved in the testing and disinfection of a water distribution system.
- General knowledge of specialized equipment and tools associated with valves, hydrants, and other appurtenances contained within a water distribution system.
- General knowledge of the characteristics and properties of water as it relates to pressure, gravity, and other natural and unnatural forces.
- Ability to comprehend information obtained from meters, dials, gauges, and other equipment used to measure the criteria of a water distribution system.
- Ability to operate and understand basic computer functions related to the duties associated with the position.
- Ability to recognize the improper operation or malfunction of valves, hydrants and other appurtenances associated with the distribution system and undertake the proper steps for correction and/or reporting of such deficiencies.
- Ability to communicate effectively orally and in writing.
- Ability to safely and effectively operate motorized vehicles, computer equipment, electrical equipment, hand tools, and other motorized and non-motorized equipment.

Acceptable Experience and Training:

A high school diploma or Graduate Equivalency Degree and a minimum of six months of experience in water distribution system operations; or a technical degree in the operation of water distribution systems; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to perform the essential job functions of this position.

Additional Requirements:

An employee of this class must be willing and able to obtain a class “C” water distribution certificate issued by the State of North Carolina within 18 months from the date of entry into this classification. An employee in this position must hold a valid driver’s license at the time of hire and must maintain license validity during his or her term of employment with the District.

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Other Assignments:

From time to time an employee in this position may be assigned other duties outside of the normal scope of responsibilities listed within this position classification description. This job description is not intended to be an all-inclusive list of responsibilities assigned to this position and should not be interpreted as such. Assignments outside the scope of this description are to be considered temporary in nature and should not be construed as a demotion or significant alteration of normal job duties unless otherwise communicated to the employee by the District.

Working Environment:

Employees in this position may experience frequent exposure to the elements and adverse conditions during the normal course of duties. Employees may be exposed to or work in the vicinity of chemicals, dust, and other materials that require proper safety precautions. Employees in this position may be subject to working hours beyond that of normal scope and may be required to report for duty under emergency conditions.

Physical Requirements:

Physical efforts in this position are considerable and involve standing, climbing, stooping, reaching and walking, and lifting of up to 100 lbs. Dexterity in the use of fingers and limbs is required for this position. Extended periods of sitting, standing, and moderate lifting of up to 50 lbs. is experienced in this position. Employees in this position must possess adequate hand-eye coordination and sensory perception abilities.

Tools and Equipment:

Employees may be exposed to: motorized vehicles, office equipment, computer keyboards, hand tools, and other motorized and non-motorized equipment during the course of duties in this position.